How to Prepare the Electronic Remittance Form

To submit your remittance report electronically, you will need to have the following items complete on the remittance report.

1. Employers Name
2. Firm Number – This is an 8-digit number.
3. The month and year, you are remitting contributions for. This can be done in alpha or numeric.
4. The type of units you are reporting, hours.
5. Your contribution rate which is 0.15 per hour paid

The next step is to fill in the fields for each employee's first name, last name (in alphabetical order), full social security number and the amount of contribution units being reported for each Fund. If there is other information which you currently include on your report or worksheet, it can be placed to the right of required information columns. The first open column would be column G. You can use as many columns as you wish, please do not put totals or information after your last employee

A few things you need to know:

- To *REMOVE* an employee, write "*DELETE*" in the comment column and include the **DATE** and reason. Leave their name and social security number with a 0 for units and term date in comments for one month as our system requires this information.
- **Do not** change or remove the formulas in cells E7, & E9. By doing so, you risk sending your report incorrectly.

If you have any further questions, check out the Fund's website at https://njapprentice.asp-benefits.com/or call the Fund office.

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